APPLICATION FOR EXHIBIT SPACE
ADHA’s 2015 CLL at the 92nd Annual Session
EXHIBITS 2015

Exhibit Hall A
Music City Center

June 19-20, 2015
Nashville, TN

RETURN THIS APPLICATION TO: For ADHA Use:

AMERICAN DENTAL HYGIENISTS’ ASSOCIATION
Exhibits Manager/2015 EXHIBITS 2015
444 N. Michigan Avenue, Suite 3400
Chicago, Illinois 60611
Phone: 312/440-8900
Fax: 312/467-1806

Date Received: __________________
Booth Assigned: __________________
Price of Booth: __________________
Deposit Received: __________________
Balance Due: __________________
Total Paid: __________________
ADHA Signature: __________________

All provisions of the show rules and regulations, printed on reverse side are part of the contract.

BOOTHs ARE ASSIGNED IN EARLY FEBRUARY 2015
(BASED ON PRIORITY POINTS/DATE CONTRACT RECEIVED.

WE HEREBY APPLY, SUBJECT TO THE TERMS PRINTED ON THE REVERSE SIDE OF THIS APPLICATION FOR SPACE FOR OUR OCCUPANCY IN THE EXHIBITION AREAS AS FOLLOWS:

We will need a total of __________ booths.
1st choice ______________________________
2nd choice _____________________________
3rd choice _____________________________

Provide at least three choices

WE AGREE THAT:

1. $1,000 deposit for each 10’x10’ booth request will be sent with application for exhibit space. (Make check payable to ADHA; ADHA accepts all types of credit cards.

2. Assignment of space made by ADHA will be considered as accepted unless rejected by us in writing, within fourteen days of receipt of notification of space assignment.

3. Payment in full will be made within 30 days of notification of space assignment.

4. Approximately 8 weeks prior to the show, all exhibitor information, service and event forms will be sent to exhibitors.

5. All the provisions printed on the reverse side are a part of this contract.

6. It is not always possible to assign one of the preferred choices; however, within the guidelines of the ADHA point system, ADHA will try to make an assignment in the required area. ADHA cannot guarantee space to all applicants and this contract shall be effective only after acceptance and signature by an authorized representative of ADHA.

REQUIRED INFORMATION

In 20 words or less, please submit a description of your product(s) and service(s) to be exhibited which will be used in the Exhibit Hall Directory. PLEASE PRINT CLEARLY:

___________________________________________________________________________ ___________________

Please list the names of exhibitors which you do not wish to be near. Every effort will be made to avoid adjacent placement; however, this cannot be guaranteed:

______________________________________________________________________________________________

___________________________________________________________________________ ___________________

COMPANY NAME: _________________________
Address: ___________________________________ City: ____________________________ State: ________ Zip Code: ________
Phone: ____________________ Fax: ____________________ Website: ________________

COMPANY NAME: _________________________
Contact Name: _____________________________________________________________________________
Address: ___________________________________ City: ____________________________ State: ________ Zip Code: ________
Phone: ____________________ Fax: ____________________ Email: ____________________

INDIVIDUAL CONTACT INFORMATION:

Authorized By: (please print) _____________________________________________________________________________
Signature: _____________________________________________________________________________ Date: ____________
Phone: ____________________ Fax: ____________________ Email: ____________________
CC #: ____________________ Exp.Date: ____________ Vcode: ____________________ Signature: ____________
RULES AND REGULATIONS

EXHIBIT DATES AND TIMES
Friday, June 19, 2015 9:00am - 4:00pm
Saturday, June 20, 2015 10:00am - 3:00pm

Exhibitors will be permitted access to their booths one half hour before the opening of exhibits and one half hour after the closing. No one will be permitted to leave or close booth after the closing time of the days that are being conducted without permission from ADHA. Exhibitors are required to be present and occupy their exhibit space during the exhibit hours listed above.

BOOTH ASSIGNMENTS
Booth assignments will be made according to the ADHA points system in early February. After February 1 assignments will be made on a first-come, first-served basis.

BOOTH RATES, PAYMENTS AND REFUND POLICY
Rental prices are $2,500, $2,150, $1,950 and $1,750 for standard 10' x 10' booths. Please refer to the floor plan for details.

The exhibit rental includes:
- Back drop and three foot draped siderails
- General cleaning of aisles and normal lighting.
- ID sign with exhibitor name and booth number.

A charge of $1,000 rental space per 10' x 10' booth will be made on all cancellations made prior to January 1, 2015. Cancellations after January 1, 2015 will be charged full space rental. Cancellations of exhibit space must be submitted to ADHA in writing. Telephone cancellations are not accepted.

BOOTH PERSONNEL
Exhibiting companies will receive four (4) complimentary exhibitor badges for each 10' x 10' booth to be registered 30 days in advance of the meeting. Additional exhibitor badges may be purchased for $75 per badge. Booth personnel will be provided with a name badge and exhibitor ribbon.

INSTALLATION AND DISMANTLING OF EXHIBITS
The exhibit area will be available as of 8:00am Thursday, June 18. All exhibits must be fully assembled by 5:00pm on Thursday, June 18. No one will be permitted to assemble exhibits during exhibit hours.

All exhibits must remain intact until the official closing time and shall not be dismantled or removed before that time. Crates and materials may not be brought in to the Exhibit Hall before closing time on Saturday, June 20 for the dismantling of exhibits. Failure to adhere to this regulation may result in forfeiture of the exhibitor’s points for this show. The exhibit area must be cleared before 10:00pm, Saturday, June 20, 2015.

NO SHOW POLICY
If Exhibitor, through circumstances beyond control, is delayed in arriving or set-up, Exhibitor must notify the Event Director at the Event Facility. Non-notification will result in resale of space, and no refunds will be made.

SUBLetting OF SPACE
No Exhibitor shall assign, sublet or apportion the whole or any portion of space allotted, nor exhibit therein, and goods other than those described in the application, nor permit any representative of any firm not exhibiting to solicit business or take orders in said space.

EXHIBIT ELIGIBILITY
The Association reserves the right without recourse to absolutely control or prohibit any exhibit or any part of any exhibit, which in its opinion is not suitable or in keeping with the character of the Exposition. This regulation pertains to persons, things, conduct, printed matter, souvenirs, catalogues, etc. The Exhibit Hall is NOT carpeted. Carpentry is required to be purchased from Freeman.

ADHA reserves the right to review all Annual Session exhibitor materials. ADHA also reserves the right to deny exhibitors the opportunity to distribute or promote products that are in direct competition with ADHA’s products or services.

LIABILITY AND INSURANCE
Exhibitor shall protect, save, and keep the American Dental Hygienists’ Association, Music City Center and their employees, officers and agents forever harmless from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding the exclusive right to exhibit. And further, exhibitor shall at times, protect, indemnify, save and keep harmless the American Dental Hygienists’ Association, Music City Center and their employees and agents against and from any loss, cost, damage, liability or expense (including attorney’s fees) arising from or out of by the reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitees, which arise from or out of by reason of said exhibitor’s occupancy and use of the convention center’s exhibit area or any part thereof.

All property of the exhibitor is understood to remain under custody and control of the exhibitor, in transit to and from within the confines of the exhibit area. Exhibitors are advised to carry flooderman’s insurance in an amount of at least $50,000 to cover flood material against damage or loss and public liability insurance against injury to the person or property of others. The American Dental Hygienists’ Association and Music City Center assume no responsibility for the safety of the properties of the exhibitors, his officers, agents, or employees from theft, damage by fire accident, or any other cause.

PROPERTY DAMAGE
Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to the cotton walls, floors, or other parts of the convention center or convention hall exhibit area without permission from the proper building authority. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformance with direction of the exhibit coordinator, the convention center or convention hall manager or their assistants.

CANCELLATION
In case the premises of Music City Center are destroyed or damaged, or if the exhibitor should fail to supervise the premises, plans, schedule, layout, membership or any other occurrence to anyone, including the exhibitor, its agents, employees or property, the American Dental Hygienists Association and Music City Center are responsible for the safety of the properties of the exhibitor from theft, damage by fire, accident, vandalism or other causes.

NOISE AND SOUND DEVICES
Mechanical reproduction of sound or music relating to an exhibit must be kept at a sufficiently low volume so as not to project beyond the confines of the exhibitor’s booth.

The Exhibitor is responsible for obtaining the appropriate music license. The Exhibitor represents and warrants that unauthorized music will not be used in the booth and that the Exhibitor will indemnify and hold ADHA harmless from any loss attributed to the breach of this provision.

NO DELIVERY OF MATERIAL
No freight or truck shipment will be accepted by the convention center. The official drayage firm will be Freeman.

EXHIBITOR SHOW KITS
Show kit containing literature and rates for all labor, service, electrical connection, furniture and miscellaneous equipment will be emailed to the individual named on the contract by the General Service Contractor, Freeman, approximately 6 weeks prior to the show.

SECURITY
Reasonable precaution will be taken to protect property during the installation, show and removal periods. However, neither the American Dental Hygienists’ Association nor Music City Center are responsible for the safety of the property of exhibitor from theft, damage by fire, accident, vandalism or other causes.

FIRE AND ELECTRICAL REGULATIONS
All exhibitors must abide by the fire and electrical regulations of Nashville, TN.

TAXES AND LICENSES
Exhibitor shall be solely responsible for obtaining any licenses, permits or approvals under federal, state or local laws applicable to its activities at the Event. Exhibitor shall be solely responsible for obtaining any necessary tax identification numbers and permits and for paying all taxes, license fees, use fees, royalties or other fees, charges, levies or penalties that become due to any governmental authority in connection with its activities at the Event.

BOOTH ABANDONMENT
Exhibitor shall agree that no excessive literature and/or display materials in their booth at the end of the published move-out times will be deemed guilty of “material abandonment”. All associated costs for material removal will be charged to the exhibiting company.

OUTSIDE EXHIBITS/HOSPITALITY SUITE
Exhibitor is prohibited, without express advance written approval from The American Dental Hygienists’ Association (ADHA), from displaying products/services and/or other advertising material in areas outside its booth including, but not limited to, parking lots, convention center lobbies, lounges, corridors, sleeping rooms, etc., as well as conducting unauthorized facility tours. Exhibitor shall not operate hospitality suites during the event. Exhibitor is prohibited from engaging in any activities that are being held. Exhibitor is prohibited from hosting hospitality functions during official Event hours. All requests for a hospitality suite or public hospitality space must be made through the American Dental Hygienists’ Association. If Exhibitor cancels or fails to occupy the exhibit space during official Event hours, ADHA reserves the right to notify the applicable venue to cancel any hospitality space and/or convention center guest rooms under Exhibitor’s name. Exhibitor shall remain liable for the payments made to the convention center or applicable venue.